

IBEW LOCAL 55

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referral@ibew55.org

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Business hours are 8:00 AM to 4:00 PM

REFERRAL/SIGN-IN PROCEDURES & POLICIES

- 1. Employer job calls-** All calls for manpower must be received by 9:00 AM to be dispatched that day. Any calls for manpower received after 9:00 AM will be dispatched the following work day.
- 2.** The Referral Agent will contact applicants for open job calls between 9:00 a.m. and 12:00 p.m., Monday through Friday, with the exception of observed holidays. The dispatcher will only accept calls related to dispatch during these hours. However, in an emergency, to fill calls in a timely manner as needed by employers, referrals may have to be made outside normal hours using whatever means are available to fill calls and place registrants.
- 3.** Initial registration for the Out-of-Work list shall be made **IN PERSON ONLY** by completing a registration form. Any update or change that needs to be made to this registration form, shall be made in person, by e-mail, FAX or letter.
- 4.** Per Article III Section 3.27 of the Collective Bargaining Agreement, "When an employee is terminated or released, the employer shall fill out a Severance Notice provided by L.U.55." All registrants shall provide a current dues receipt and Severance Notice from their most recent employer in order to sign the out of work book. Registrants coming from out of jurisdiction must provide a letter of introduction from their Home Local and a current dues receipt to sign the out of work book.
- 5.** Applicant's that wish to **re-register** may do so in person, by e-mail, FAX or letter. Applicants Shall **only re-register between the 10th and the 16th of the month**. It shall be the registrant's responsibility to ensure that Local 55 has received their re-registration by any method other than in-person. If a dispute arises as to whether Local 55 has received or should have received a registrant's letter, e-mail, or fax, the Local shall be held harmless in all cases. **When mailing your re-register, it MUST be received by the 16th of each month. Any re-register form received by mail after the 16th, will not be accepted, regardless of the postmark date.**
- 6.** Re-signs will require the following information: Name, address, home local #, IBEW card # or if not a union member a driver's license or government ID, and the names of the books you are on in order to be renewed on the book(s). A re-registration form is available upon request. If renewal information submitted is different from your registration card, it will replace any information previously submitted.
- 7.** Registrants may indicate a primary phone number and a secondary phone number to be contacted. The referral agent will call both numbers in an attempt to contact the registrant, but will **not** make any additional calls beyond two (2) for each registrant. The referral agent will leave messages at both the primary and secondary phone numbers and will continue to call additional registrants until the job call is filled. If the registrant calls the referral agent back before the job call is filled, they shall have the right to accept the call. If the job call has already been filled, this shall be deemed a job offer refusal. Any applicant who is unable to be reached or who does not call back when a message is left before the job call is filled shall receive a refusal.
- 8.** A registrant may refuse two (2) offers of work without penalty. A third refusal of work shall result in the registrant being removed from that out of work list. If dropped from the book the registrant must sign in person to get back on the out of work list.
- 9.** If a registrant is removed from the Out-of-Work list due to: Failure to re-register between the 10th and the 16th of the month, or a third refusal of work, **ONLY IN-PERSON** registration will be accepted to be placed back on the Out-of-Work list. Any applicant who accepts a job and then decides to turn the job down, or is a no show, will be removed from the Out-of-Work list and must register **IN PERSON** to get back on the Out-of-Work list.

10. **Leave of Absence** - The only exceptions which shall be made regarding re-registration or job turn-downs shall be for approved leaves-of-absence. If a member wishes to be placed on a referral leave-of-absence, they will be required to notify the union in writing of the reason for and dates of the leave-of-absence. Some reasons which may be acceptable are, but not limited to: serious illness, jury duty, military training or active duty. It shall be at the union's sole discretion to grant such leave. Regarding military training or leave, USERRA (Uniformed Services Employment and Reemployment Rights Act of 1994) governs certain aspects related to referral and all aspects of USERRA shall be complied with in relation to referral procedure. A referral leave-of-absence will allow a registrant to remain on the Out-of-Work list and hold his position without renewing until the member notifies the union in writing that he again is available for referral, therefore canceling his referral leave-of-absence. Registrants on referral leave-of-absence will be skipped for all job calls until such notification.
11. **Short Calls** - A short job call shall be defined as 1 work week (40 hrs or 5 calendar days) of work or less. If a registrant accepts a short job call known to be 1 week or less, or through no fault of their own, works 1 week or less on a job call, they shall maintain their previous position on the Out-of-Work list provided they continue to follow normal re-sign procedures. If a short job call is accepted and due to unforeseen circumstances the call goes beyond 1 week, the member and employer shall contact the referral agent immediately to determine whether an exception is possible. When accepting a short call, the registrant shall complete that job assignment and must notify Local 55 of their last day of actual work upon completion of their short call before they will become eligible for any future calls.
12. **Repeated Discharge Rule** - An applicant who is discharged for cause two times within a 12-month period shall be suspended from future referral privileges until they appear before the Appeals Committee for a determination as to the applicant's continued eligibility for referral.
13. The employer shall have the right to reject any applicant for employment.

Twelve Day Recall Right/Seasonal Layoffs - Any employee laid off for twelve (12) working days or less may be considered on temporary layoff and may be recalled by the employer upon notification to the local union.

Any employee laid off shall be furnished a "termination slip" from the employer and may sign the appropriate Out-of-Work list maintained by the local union and may not be recalled by the employer.

The exceptions to the above would be when a job or project is shut down because of weather conditions, lack of materials, or related causes beyond the employer's control or when an employee goes on a bona fide vacation.

In the case of project shutdowns, the employer may recall all employees who were on the project at the time of shutdown, if available. In the case of vacation, the employee may return to the job or project he left or any other project the employer may have in progress upon the employee's return from vacation.

14. **Signing of referrals** – All referrals for work in local 55 jurisdiction will be issued and signed at the Local Union Hall. Email and fax will not be an accepted method of job referral. The only exception to this will be for jobs crossing Local 55 and neighboring jurisdictions and workers returning to Local 55 from emergency work providing they have previously cleared our books.

Please be advised, if you are eligible and choose to re-register by e-mail, fax or letter you must use the e-mail address, fax number and/or address listed on the top of these referral procedures. ***AGAIN, when mailing your re-register, it MUST be received by the 16th of each month. Any re-register form received by mail after the 16th, will not be accepted, regardless of the postmark date.***

If you have any questions, contact LU 55 at the numbers listed at the top of this document.